

**Palo Verde Community College
Office of Instruction**

M E M O R A N D U M

To: All Faculty and Staff
From: Office of Instruction
Date: April 29, 2009
Subject: **COLLEGE CATALOG 2008 – 2009 *ADDENDUM #6***



The attached, College Catalog 2008-2009, Addendum #6, contains new and revised courses and certificates that have been curriculum and board approved. Please note the additions and changes in your catalog and/or attach the addendum for efficient and accurate reference.

Please feel free to stop by the Instruction Office or call Ext. 5453 if you have any questions.

lh

Attachment



PALO VERDE COLLEGE

College Catalog 2008-2009

Addendum #6

(Approved by Board of Trustees April 28, 2009)

DESCRIPTION OF COURSES SECTION

DESCRIPTION OF COURSES (Pages 80-213)

COURSE ADDITIONS:

OFFICE ADMINISTRATION

OFA 101 GENERAL OFFICE PROCEDURES I

3 units

Course length: 54 hours lecture

Advisory: Keyboarding skills of at least 30 wpm.

A comprehensive course covering general office procedures, duties and responsibilities, the organization of those duties, the personal qualifications of the office employee, public relations responsibilities, telecommunications, telephone, receptionist techniques, business ethics, etiquette, and soft skills required for success as an office employee. Office procedures include: work simplification methods, time management, Internet research, communications skills, reprographics, and notetaking transcription procedures.

OFA 102 GENERAL OFFICE PROCEDURES II

3 units

Course length: 54 hours lecture

Advisory: Keyboarding skills of at least 30 wpm.

A comprehensive course covering general office procedures, duties and responsibilities, and skills for success as an office employee. Office procedures include: information processing, record systems and management, filing, indexing, coding, processing incoming and outgoing mail, freight services, email, Internet research, computer systems, software, and transcription using voice transcribers.

OFA 110 EFFECTIVE CUSTOMER SERVICE

2 units

Course length: 36 hours lecture

OFA 110 presents the importance of ethical business behavior in the context of effective customer relations. Topics include attracting new customers, dealing with customer problems and complaints, winning back the angry customer, keeping loyal customers and maintaining ethical behaviors and practices. This course is recommended for all students and is required for OFA programs. The course may be repeated up to two times for a total of six units.

OFA 120 KEYBOARDING

3 units

Course length: 54 hours lecture

The course develops touch control of the keyboard, building basic speed and accuracy skills, and providing practice in applying skills to business situations and problems, including formatting business correspondence. The course may be repeated up to two times for a total of nine units.

WEL 110 INTRODUCTION TO FABRICATION

2 units

Course length: 36 hours lecture, 54 hours laboratory

This is the first course of the fabrication program. The course covers the basic theories and practices of general fabrication. Students will receive hands on training in basic MIG welding, tube notching, tube bending and metal cutting. Students will learn about the various types of equipment and safety practices to be followed in fabrication.

WEL 111 INTRODUCTION TO CHASSIS PREPARATION

2 units

Course length: 36 hours lecture, 54 hours laboratory

This course covers the basic theories and practices of general chassis preparation. Students will receive hands on training in nut and bolt sizes and grades, different suspension types, brakes, drive train and basic wiring. Students will learn about various types of tools and equipment to be used in chassis preparation.

WEL 112 INTERMEDIATE FABRICATION

2 units

Course length: 36 hours lecture, 54 hours laboratory

This course covers theories and practices of fabrication and welding. Students will receive hands on training in MIG welding, TIG welding, building metal jigs, tube notching, tube bending, metal cutting, chassis construction. Students will learn about various types of equipment and safety practices to be followed in fabrication.

WEL 113 ADVANCED FABRICATION AND DESIGN

2 units

Course length: 36 hours lecture, 54 hours laboratory

This course covers theories and practices of advanced fabrication and welding. Students will receive hands on training in MIG welding, TIG welding, designing and fabricating chassis, assembly and disassembly of off road vehicles, designing suspension concepts. Students will learn about various types of equipment and safety practices to be followed in fabrication and welding.

COURSE REVISIONS:

BUILDING CONSTRUCTION TECHNOLOGY

BCT 110 BLUEPRINT READING

3 units

Course length: 54 hours lecture

Course length: 36 hours lecture, 54 hours laboratory

This course is designed to teach skills in reading, interpreting, analyzing, and visualizing construction drawings and specifications prepared by architects and engineers. Emphasis is placed on reading and extracting information from detailed drawings. This information is required to build structures. The student will be taught how to relate that information to specifications which provide additional information in the form of written explanations and descriptions.

HEALTH EDUCATION

HEA 128 MEDICAL TERMINOLOGY

3 units

Course length: 54 hours lecture

This course is designed to build the student's medical and professional vocabulary required for a career in the medical field or allied health sciences. The vocabulary is organized by body systems and additionally by ~~medical~~-specialty **medical** areas. Included are clinical procedures, lab tests and abbreviations related to each body system.

PHARMACY TECHNICIAN

PHT 101 ORIENTATION **AND BASIC PHARMACEUTICS** ~~PHARMACY TECHNOLOGY~~

3 units

Course length: 54 hours lecture

Prerequisite: Admission to Pharmacy Technology Program.

Co-requisites: PHT 106, PHT 112, PHT 115 and NUR 102

Advisory: High school biology or BIO 100, and high school algebra.

Recommendation: ENG 101

This course provides an orientation to the role and working environment of the pharmacy technician, in both inpatient and outpatient settings as well as an introduction to the legal responsibilities and technical activities of the pharmacy technician. **It emphasizes basic pharmacological principles, drug laws, standards and regulations.**

PHT 106 DOSAGE CALCULATIONS A

3 units

Course length: 54 hours lecture

Prerequisite: Admission to the Pharmacy Technology Program

*Corequisite: PHT ~~104 and 105~~ **101, PHT 112, PHT 115 and NUR 102** to be taken concurrently.*

Advisory: ENG 101 recommended.

This course is an introduction to the use of pharmaceutical measuring systems with emphasis on the metric system and intersystem conversions, **calculation of the correct oral and parenteral dosages of drugs using information from prescriptions or medication orders.**

PHT 112 RETAIL CLINICAL A

1 unit

Course length: 18 hours laboratory, 108 hours clinic/field

Course length: 54 hours clinic/field

Prerequisite: Admission to the Pharmacy Technology Program, PHT ~~104~~.

Advisory: PHT 103, 106, 107

Corequisite: PHT 101, PHT 106, PHT 115 and NUR 102

This course emphasizes the practice, in an outpatient environment, of skills developed in didactic and laboratory training. **It includes practice in the manipulative and record-keeping functions involved in and related to dispensing prescriptions.** Activities will be performed by the student and evaluated by a preceptor.

PHT 115 HOSPITAL CLINICAL A

1 unit

Course length: 18 hours laboratory, 108 hours clinic/field

Course length: 54 hours clinic/field

*Prerequisite: **Prior admission** to the Pharmacy Technology Program, PHT ~~104~~.*

Advisory: PHT 103, 106, 107

Corequisites: PHT 101, PHT 106, PHT 112, and NUR 102

This course emphasizes the practice, in both inpatient and outpatient environments, of skills developed in didactic and laboratory training. Activities will be performed by the student and evaluated by a preceptor.

PREREQUISITE JUSTIFICATION:

PHT 101 – Orientation to Pharmacy Technology
PHT 106 – Dosage Calculations A
PHT 112 – Retail Clinical A
PHT 115 – Hospital Clinical A

COURSES TO BE MOVED TO INACTIVE STATUS:

AUT 201 – Auto Maintenance and Repair
BCT 114 – Exterior Finish Applications
BCT 115 – Carpentry for the Homemaker
BCT 120 – Drywall Applications
BCT 130 – Principles of Drafting
BCT 132 – Technical Drafting
BCT 134 – Descriptive Geometry
BCT 136 – Drafting Techniques Used in Machine, Structural, and Electronics
BCT 138 – Computer Aided drafting – 2D Architectural
BCT 140 – Computer Aided Drafting – Machine, Map, Structural, and Electronics
BCT 142 – Computer Aided Drafting – Advanced and Introduction to 3D
BCT 215 – Introduction to Computer Aided Drafting (CAD)
CUA 100 – Introduction to the Hospitality Industry
CUA 110 – Introduction to Culinary Arts
CUA 111 – Sanitation and Safety
CUA 115 – Creative Cooking and Menu Preparation
CUA 121 – Culinary Principles I
CUA 131 – Principles of Baking I
CUA 141 – Pantry
CUA 151 – Food Production Management
CUA 155 – Outdoor Cooking
CUA 161 – Nutrition
CUA 165 – Outdoor Cooking Intermediate
CUA 200 – Food Science
CUA 210 – Menu Planning and Purchasing
CUA 290 – Selected Studies in Culinary Arts
FST 085 – Haz Mat for Healthcare
FST 117 – Fire Prevention I
FST 118 – Fire Prevention II
FST 130 – Fire Tactics & Strategy
FST 184 – Fire Technology M2D
FST 187 – Intermediate Incident Command System
FST 188 – Advanced Incident Command System
FST 203 – Fire Command 2D
FST 255 – Continued Professional Training (CPT)

PALO VERDE COLLEGE

Certificate – Office Assistant

OFA	101	General Office Procedures I	3
OFA	102	General Office Procedures II	3
OFA	110	Effective Customer Service*	2
OFA	120	Keyboarding*	3
BUS	202	Business Communications	3
		OR	
CIS	102	Personal Computer Applications	3
		Total	14
14 Total Units			

**Indicates a repeatable course*

PALO VERDE COLLEGE

Certificate – Pharmacy Technology

PHT	101	Orientation and Basic Pharmaceutics	3
PHT	106	Dosage Calculations	3
PHT	112	Retail Clinical	1
PHT	115	Hospital Clinical	1
NUR	102	Introduction to Anatomy and Physiology for Allied Health	3
		Total units	11

PALO VERDE COLLEGE

Certificate – Metal Fabrication

WEL	102	Basic Gas Metal Arc Welding (MIG)	3
WEL	103	Basic Gas Tungsten Arc Welding (TIG)	3
WEL	110	Introduction to Fabrication	3
WEL	111	Introduction to Chassis Preparation	3
WEL	112	Intermediate Fabrication	3
WEL	113	Advanced Fabrication and Design	3
		Total units	18

A.S. DEGREE REQUIREMENTS:**BUSINESS MANAGEMENT**

Course	Title	Units
ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	[OR]
BUS 115	Small Business Finance	3-4
BUS 105	Business Mathematics	3
BUS 135	Business Law	3
ECO 105	Principles of Macroeconomics	3
ECO 106	Principles of Microeconomics	3
MAN 105	Principles of Management and Organizations	3
MAN 106	Personnel Management	3
MAN 107	Small Business Management	3
MAN 145	Organizational Behavior	[OR]
PSY 145	Human Relations	3
BUS 206	Marketing	3
Elective	Business [OR] Management	3

A.S. DEGREE REQUIREMENTS:**ACCOUNTING**

Course	Title	Units
ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
ACC 209	Payroll Accounting	3
ACC 216	Intro to Computer Accounting	2
BUS 101	Introduction to Business	3
BUS 105	Business Mathematics	3
BUS 135	Business Law	3
BUS 221	Income Tax Procedures	4
OFA 120	Keyboarding	[OR]
CIS 101	Introduction to Comp. & Info. Sys.	3
CIS 120	Spreadsheets: Microsoft Excel	2
ECO 105	Principles of Macroeconomics	3
ECO 106	Principles of Microeconomics	3
MAN 145	Organizational Behavior	3

A.S. DEGREE REQUIREMENTS:**CHILD DEVELOPMENT**

Course	Title	Units
CHD 101	Growth & Development for Early Childhood	3
CHD 102	Child, Family & the Community	3
CHD 103	Introduction to Curriculum	3
CHD 104	Principles and Practices of Teaching Young Children	3
CHD 105	Observation and Assessment	3
CHD 106	Health, Safety and Nutrition	3
CHD 107	Teaching in a Diverse Society	3
CHD 108	Supervised Field Experience	3
CHD 215	Supervision & Administration I	3
CHD 216	Supervision & Administration II	3